



### Notice of Intent to Award

Solicitation Number	126210	Award Date	12/29/2021   10:49 AM CST
Solicitation Title	Design Services for Administrative Office Buildings and Garage at Omohundro S.		
Buyer Name	Jonathan Meadows	Buyer Email	jonathan.meadows@nashville.gov
BAO Rep	Trevor Hilton	BAO Email	trevor.hilton@nashville.gov

### Awarded Supplier(s)

In reference to the above solicitation and contingent upon successful contract negotiation, it is the intent of the Metropolitan Government of Nashville and Davidson County to award to the following supplier(s):

Company Name	Hinson Miller Kikirillo Architects, PLLC	Company Contact	Donald Miller		
Street Address	5300 Maryland Way, STE 109				
City	Brentwood	State	TN	Zipcode	37027

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

Company Name		Company Contact			
Street Address					
City		State		Zipcode	

### Certificate of Insurance

The awarded supplier(s) must submit a certificate of insurance (COI) indicating all applicable coverage required by the referenced solicitation. The COI should be emailed to the referenced buyer no more than 15 days after the referenced award date.

### Equal Business Opportunity Program

Where applicable, the awarded supplier(s) must submit a signed copy of the letter of intent to perform for any and all minority-owned (MBE) or woman-owned (WBE) subcontractors included in the solicitation response. The letter(s) should be emailed to the referenced business assistance office (BAO) rep no more than two business days after the referenced award date.

Yes, the EBO Program is applicable.

No, the EBO Program is not applicable.

### Monthly Reporting

Where applicable, the awarded supplier(s) will be required monthly to submit evidence of participation and payment to all small (SBE), minority-owned (MBE), women-owned (WBE), LGBT-owned (LGBTBE), and service disabled veteran owned (SDV) subcontractors. Sufficient evidence may include, but is not necessarily limited to copies of subcontracts, purchase orders, applications for payment, invoices, and cancelled checks.

Questions related to contract compliance may be directed to the referenced BAO rep.

Yes, monthly reporting is applicable.

No, monthly reporting is not applicable.

### Public Information and Records Retention

Solicitation and award documentation are available upon request. Please email the referenced buyer to arrange.

A copy of this notice will be placed in the solicitation file and sent to all offerors.

### Right to Protest

Per MCL 4.36.010 – any actual or prospective bidder, offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the purchasing agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

JHR Supervisor (Initial)

Michelle A. Hernandez Lane

Michelle A. Hernandez Lane  
Purchasing Agent & Chief Procurement Officer

**RFQ 126210 Design Services for Administrative Office Buildings and Garage at Omohundro S.  
Evaluation Team/Review Board Score Sheet**

<b>Offeror</b>	Hinson Miller Kikirillo Architects, PLLC
<b>Management Plan and Approach (30 Points)</b>	20.00
<b>Team Structure, Qualifications, and Capacity (40 Points)</b>	30.00
<b>Relevant Project Experience (30 Points)</b>	20.00
<b>Total Evaluation Scores (100 Points)</b>	<b>70.00</b>

**Evaluation Comments**

<b>Hinson Miller Kikirillo Architects, PLLC</b>
<b>Strengths</b>
Demonstrated flexibility and willingness to work with Metro. Demonstrated previous experience in working with government entities. Proposal demonstrated efficiency and effectiveness planning in renovation and construction design process. Proposed 3D modeling for building design demonstrated value-added technology use. Proposal identified risks involved in working in an occupied building/campus during project. Organization Chart provided was very detailed with strong organization of staff. Proposal had well defined roles for staff. Staff showed extensive experience in design work. Provided good, highly relevant photos of projects.
<b>Weaknesses</b>
Management Plan was generalized and lacked details specific to this project. Team's approach to designing both phases of this project were generalized and lacked project specific details. Approach lacked details of how Contractor will communicate with Metro. Proposal did not address value-added activities, solutions, or additional LEED goal opportunities. Proposal did not demonstrate of experience of occupied buildings during phases of work. Proposal did not demonstrate how Metro would be a priority compared to offeror's workload. Proposal lacked demonstration of vehicle bay design experience. Gantt chart was generalized and lacked details, including listing deliverables or associated dates. LEED project examples did not provide details on how goals were achieved. LEED Projects examples were smaller in scope and not similar to scope of work. Proposed Team did not demonstrate prior experience working together on projects or ability to develop cohesive designs.



## Statement of M/WBE Utilization **A&E ONLY**

Proposer's/Firm's Name: HMK Architects PLLC	Proposer's Phone #: (615) 369-6020
Solicitation Title: Design Services for Administrative Office Buildings and Garage at Omohundro S.	Proposer's Email Address: dmiller@hmka.com
Solicitation #: 126210	Total Bid Amount: TBD
<b>EBO Goal (%)</b> : 7.00 <b>MBE%</b> 7 <b>WBE%</b>	EBO Goal Met? (Y/N) Y

The following MWBE\* subcontractor(s)/supplier(s) will be utilized for the performance of this project:

#	MBE/WBE Firm Name	MBE/WBE Firm Address	Phone/E-Mail	Certificate Type (MBE or WBE)	* MBE/WBE Group Type *	Code # UNSPS/NAICS	Description of Work
1	Culture Architecture and Design	41 Peabody St.	joseph.cole@designwithculture.co	MBE	1		Workplace and Interior Design
2	Wilmot Inc.	3811 Central Ave.	dadams@wilmotinc.com	WBE	1		LEED/Sustainability Consulting
3	Ashworth Environmental Design	919 Caruthers Ave.	carol@ashworthernvironmental.com	WBE	1		Landscape Architecture
4				Select	Select		
5				Select	Select		
6				Select	Select		
7				Select	Select		

*I am the duly authorized representative and certify the facts and representations contained in this form and supporting documents are true and correct.*

Authorized Representative (Printed Name/Title/Signature) Logan Newton, Associate Principal	 Date 12/01/2021
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\*Note: MWBE is defined as business enterprise maintaining a significant business presence in the Program Area & performing a commercial useful function that is owned by one or more of the following: (1) African Americans (2) Native Americans, (3) Hispanic Americans, (4) Asian Americans, and (5) Women.

Has Prime Acknowledged EBO Goals Achievement? Yes <input type="checkbox"/>	<b>For Internal Office Use ONLY</b> If No, Good Faith Efforts Met?	Yes <input type="checkbox"/>
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**BAO Representative :** Trevor Hilton

**Metro Buyer:** Jonathan Meadows

**Project Manager:** Valorie Gilley

**Date:** 12/20/20

**BAO Notes:**

HMK Architects PLLC acknowledges that they can achieve 7% MBE and 7% WBE subcontracting goals. Consistent with the Procurement Code, actual dollar amounts will be confirmed upon contract award during contract negotiation.

## BAO SBE Assessment Sheet

**BAO Specialist:** Trevor Hilton

**Contract Specialist:** Jonathan Meadows

**Date:** 12/20/2021

**Department Name:** Metro Water Services

**RFP/ITB Number:** 126210

**Project Name:** Design Services for Administrative Office Buildings and Garage at Omohundro S. (A&E) (17% SBE/SDV Requirement)

Primary Contractor:	SBE/SDV Requirement Acknowledged	Comments
Hinson Miller Kickarillo Architects, PLLC	Yes	Proposer acknowledged 17% participation requirement of SBE/SDV over life of the project as required by the solicitation. Proposed to utilize the following SBE subcontractors: <b>Wilmot Inc.</b> for LEED/ Sustainability Consulting, <b>Ashworth Environmental Design</b> for Landscaping Architecture, <b>EMC Structural Engineering ,P.C.</b> for Structural Engineering, and <b>Ingram Civil Engineering Group, LLCI</b> for Civil Engineering.

**Certificate Of Completion**

Envelope Id: 3D0D821AFB384F0186639FEA6367BC9A	Status: Completed
Subject: Please DocuSign: Intent to Award Justification RFQ 126210.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 2	Initials: 1
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Jonathan Meadows
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	jonathan.meadows@nashville.gov
	IP Address: 170.190.198.185

**Record Tracking**

Status: Original 12/23/2021 8:06:47 AM	Holder: Jonathan Meadows jonathan.meadows@nashville.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Metropolitan Government of Nashville and Davidson County	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 12/23/2021 8:08:56 AM Resent: 12/23/2021 8:33:41 AM Viewed: 12/29/2021 10:49:00 AM Signed: 12/29/2021 10:49:14 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Terri L. Ray terri.ray@nashville.gov Senior Procurement Officer Metropolitan Government of Nashville and Davidson County Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	Sent: 12/23/2021 8:08:55 AM Resent: 12/23/2021 8:18:24 AM Resent: 12/23/2021 8:33:42 AM Viewed: 12/23/2021 8:20:39 AM Signed: 12/23/2021 8:46:53 AM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	12/23/2021 8:08:56 AM
Certified Delivered	Security Checked	12/23/2021 8:20:39 AM
Signing Complete	Security Checked	12/23/2021 8:46:53 AM
Completed	Security Checked	12/29/2021 10:49:14 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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